Cochrane and Data Language have developed a tool kit to annotate Cochrane reviews.

For immediate access click on the buttons above.

- How to access the tools
- Annotator
  - Interface
  - Loading a review
  - Annotation widget
    - Description of icons found on the widget
    - Saving an annotation
    - Status icons
  - Overview of data type to insert in the different fields
    - Participants/Condition
    - Interventions/Comparators
    - Outcomes
- QA Dashboard "updated"
  - PICO annotation
  - Notes
  - How to change an annotation state (status)
  - Search

### How to access the tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>URL</th>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annotator</td>
<td><a href="https://data.cochrane.org/pico-annotator/?#ajax/home.html">https://data.cochrane.org/pico-annotator/?#ajax/home.html</a></td>
<td>your Cochrane login</td>
</tr>
<tr>
<td>QA Dashboard</td>
<td><a href="https://data.cochrane.org/qa-dashboard/">https://data.cochrane.org/qa-dashboard/</a></td>
<td>your Cochrane login</td>
</tr>
</tbody>
</table>

### Annotator

#### Interface

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Left pane</strong></td>
<td>Once a review is loaded this column can be expanded to show the various sections provided in the review. <strong>Review Navigator</strong>: requires a review to be loaded so as to show the sections, that can be navigated, in the review.</td>
<td><img src="image" alt="Home" /></td>
</tr>
<tr>
<td><strong>Review Search</strong>: this permits loading a list of all reviews by review group, from which you can select which one to annotate.</td>
<td><img src="image" alt="Review Search" /></td>
<td></td>
</tr>
<tr>
<td><strong>Centre pane</strong></td>
<td>The review sections needed for annotation will be displayed here when the review is loaded. <strong>Search box</strong>: to load a review using this box it is necessary to use the CD number of the review.</td>
<td><img src="image" alt="Load systematic review by CD number" /></td>
</tr>
</tbody>
</table>
## Loading a review

### Two options

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Box</strong></td>
<td>you will need to know the CD number of your review. This can be found</td>
</tr>
<tr>
<td></td>
<td>• in the DOI number of the published review e.g. <a href="http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD011660.pub2">http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD011660.pub2</a></td>
</tr>
<tr>
<td></td>
<td>• on the History and Advance tab of the review Information in Archie</td>
</tr>
</tbody>
</table>

| **Review Search**  | this is not ideal as reviews cannot be sorted or filtered. It is necessary to click on the page numbers at the bottom to move through the list  |

Search Results for query (231 results)

- CD00439: Antidepressant prevention of postnatal depression (Continued)
- CD009134: Amisulpride versus placebo for major depressive disorder
Once loaded you can navigate to the sections to be annotated by scrolling down through the text or using the navigation menu in the lefthand pane by clicking on the section of interest.

**Annotation widget**

The annotation widget is placed beside the methods section, included studies and the analyses in each review.

**Description of icons found on the widget**

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>Annotator can insert quick notes which can also be seen in the QAdashboard</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>Docking icon</td>
<td>Allows the user to detach the annotator from its associated content so you can scroll further down the document to further relevant informations without the annotator scrolling off the screen - it should toggle between broken and unbroken chain</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Cascade effect</td>
<td>This element turns on and off the cascade effect. This effect pre populates the PICOs for studies based on the annotations from the review.</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>Discard changes</td>
<td>To cancel the edits/changes made over a PICO just click on this element and it closes the widget and the edit icon replaces it.</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
<tr>
<td>Edit</td>
<td>When the widget has been populated this icon is appears on the menu bar to permit edits.</td>
<td><img src="image5.png" alt="Image" /></td>
</tr>
<tr>
<td>Save</td>
<td>When in edit mode, you can save your work in the annotator and choose to cancel or to close the widget (No or Yes). Also see &quot;How to save an annotation with a specific status&quot; below.</td>
<td><img src="image6.png" alt="Image" /></td>
</tr>
</tbody>
</table>
Close
This closes the widget without saving any new or edited work.

Navigation
This element makes it possible to move through PICO.

Operators
Options so use Boolean operators as required

Reset
Clears the annotation for the component or group (outcomes, different arms) that you are viewing. It does NOT clear the entire PICO.

Delete
This option is only available for the the extra, groups/arms and outcomes that may be added to the annotation

New Group /Arm
I or C: Use this to add multiple arms
O: use to add multiple outcomes

Status icons

<table>
<thead>
<tr>
<th>Status (seen on dashboard)</th>
<th>Icon (seen at sections to be annotated in annotator)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not annotated</td>
<td>![Icon for Not annotated]</td>
<td>This highlights those reviews or studies that are waiting to be annotated</td>
</tr>
<tr>
<td>In Progress</td>
<td>![Icon for In Progress]</td>
<td>Annotation of the PICO is in progress</td>
</tr>
<tr>
<td>Ready For QA</td>
<td>![Icon for Ready For QA]</td>
<td>This status acts as a queue for PICO's where the annotation has been completed by the annotator, but now must be checked by an QA person</td>
</tr>
</tbody>
</table>
In QA

The PICO is being checked by the QA person

Discussion Queue

This status acts as a queue for PICO's where an issue has been identified and the PICO must be discussed between the annotator and the QA person

In Discussion

The PICO is being actively discussed between the annotator and the QA person to resolve any identified issues

Blocked

The annotation process for this PICO cannot continue, as an issue that cannot be resolved by either the annotator or the QA person has been identified

Ready for Re-Annotation

This status acts as a queue for PICOs where any identified annotation issues have been resolved, and the annotator may now update the annotation

Complete

The annotation process for this PICO has been completed and the PICO has been approved by the QA person

Superceded

None

Overview of data type to insert in the different fields

Participants/Condition

- All fields can be populated ONLY using terms from drop down menus or ticking the box (as for age group)

Interventions/Comparators
Outcomes

QA Dashboard *updated*

Once an annotation has been saved it can be viewed in the QA dashboard. On the table pane you can view which reviews or studies have been annotated, by whom, the CRG and the status (state) of the annotation.
Filtering data

- Type, Group, By and State can be filtered by clicking on the arrow in the field at the top of each column.
- To clear any filters, click on the x beside the data selected.

Sorting data

- Clicking on the arrows beside the column headings will reorder the columns, either alphabetically or numerically.

Print & export

- Prints the data table as seen on the screen.
- CSV allows a data sheet to be imported into Excel.
Viewing options

The default view is 25 rows

Click on the button if you wish to show more annotations on a page

PICO annotation

- Text in Pink is taken from the reviews
- Text in Green is the annotation
- Terms in blue are those chosen from the vocabularies - hover over them to see which vocabulary they originate from.

Notes

- Notes can be added to an annotation in the annotator or on the dashboard
- They are ordered by author, date and time
- It is NOT possible to delete notes

How to change an annotation state (status)

<table>
<thead>
<tr>
<th>Step</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the required annotation</td>
</tr>
</tbody>
</table>
Search

Before entering your term in the search box you may need to select a tab first as each one will retrieve different results.

<table>
<thead>
<tr>
<th>Tabs</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>when you insert a term it will search all sections of the dashboard (notes, annotation, names of groups and annotators)</td>
<td><img src="Image" alt="All Tab" /></td>
</tr>
<tr>
<td>Table</td>
<td>use this when you want to search for a status, a Cochrane group, or name of annotator</td>
<td><img src="Image" alt="Table Tab" /></td>
</tr>
<tr>
<td>Notes</td>
<td>this is for searching within the notes that have been added to each of the annotations</td>
<td><img src="Image" alt="Notes Tab" /></td>
</tr>
</tbody>
</table>

Vocabulary terms

You can also search for a vocab term to see the annotations that have been tagged with that term. A drop-down list will show relevant options retrieved from the Cochrane vocabulary. Click on the preferred term to view the annotations using that term: